

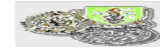


Recruiting and Retention School



Army Strong

Recruiting and Retention School



America's Army Starts Here



USAREC Leased Government Housing Program

Mr. Ed Andino

Realty Specialist
USAREC Housing Officer

www.usarec.army.mil/fhp/



Leased Government Housing Program

USAREC personnel and their families, may be assigned to a location where the Basic Allowance for Housing (BAH) does not support the local housing cost, and military housing is not available within a reasonable commuting distance from their duty station.

The Leased Government Housing Program (LGH) was established to improve the quality of life of Service Member (SM) assigned to USAREC, in order to prevent the SM from incurring excessive out-of-pocket expenses.



Who May Apply?

- All SM assigned to USAREC
- All ranks may participate
- Active duty / Army Reserve
- Limited vacancies for single soldiers
 - Pending Assistant Chief of Staff for Installation Management (ACSIM) approval



Program Policies

- Duty station must be over 50 miles from any military installation with housing
- If less than 50 miles away - commute must be longer than 1 hour
- Distance and commute exceptions can be granted with a certificate of non-availability from the installation housing office
- Average application processing time is 33 days
- Lease is between US Army Corps of Engineers (USACE), and the property owner or manager, not the SM
 - Initial inspection USAREC form 700-5.9 (Hand receipt)



Program Policies cont.

- SM will forfeit their BAH after accepting the keys to the dwelling
 - Dual active military – Both SM have to forfeit their BAH
 - USACE pays SM's **Rent** and **Utilities**
 - Utilities include: water, gas, sewage, electricity, trash_
 - Cable, internet, phone, and renters insurance are not considered utilities
 - All dwellings will be safe, decent and sanitary, located in safe neighborhoods
- www.usarec.army.mil/fhp/



Decent – Safe – Sanitary

(Definition IAW USACE LGH Program consolidated policies and procedures manual FY 14)

- The landlord shall provide a dwelling meeting the following conditions:
 - Meets applicable housing and occupancy requirements
 - Is structurally sound, weather-tight, and in generally good repair
 - Contains a safe, adequate electrical system
 - Has adequate living space for occupants
 - Has a kitchen with a sink, hot and cold running water, and connections for a stove and refrigerator
 - Has a separate, complete bathroom with hot and cold running water
 - Has heating as required by climatic conditions
 - Has an unobstructed exit to safe, open space at ground level
 - Meets standards protecting occupants from hazards to



Program Policies cont.

- Dwelling style may depend on duty location and availability
- Definition of Dwellings:
 - Apartment
 - Duplex
 - Townhouse
 - Single Family Home





Program Policies cont.

➤ Bedroom Authorization:

- SM and Spouse share one bedroom
- Children 10 and above are entitled to their own bedroom
- Dependent Parents are entitled to their own bedroom
- Children of the opposite gender:
 - age 5 and under will share a bedroom (max 2 per room)
- Children of the same gender
 - age 9 and under will share a bedroom (max 2 per room)
- 3 years will be added to the child's age to determine the number of bedrooms authorized
- Dependents 18-22 years old - proof of school/ college enrollment required
- Dependents lose bedroom entitlement on their 23rd birthday



Program Policies cont.

- Pets are allowed (some restriction apply)
- USACE will make every effort to locate a dwelling that will accommodate
 - the SM family size and pet(s)
- Authorized Pets:
 - Only 2 pets are allowed:
 - 2 Dogs - 2 Cats - 1 Dog and 1 Cat
- Restricted Dog Breeds:
 - Any dog mix with a mix of these breeds is considered as restricted
 - Pit Bull - Terrier - Doberman - Rottweiler
 - Presa Canario - Neapolitan Mastiff - Chow Chow
 - Cane Corso - Wolf Hybrids



Program Policies cont.

- Dogs DNA testing (see helpful links slide)
- Other authorized Pets:
 - Must be caged, does not count against pet limits
 - Small birds - Fish - Hamsters - Guinea Pigs
 - Ferrets - Gerbils
- Other prohibited animals:
 - snakes - raccoons - squirrels - exotic animals - farm animals
- Pets cannot be added to the household after lease agreement is signed,
without written authorization from the USACE.



Program Policies cont.

- Dwellings may NOT have, or be located next to the following:
 - Pool
 - Hot Tub
 - Spa
 - Ornament Pool
 - Water features
 - Ponds
 - Lakes
 - Canals
 - Rivers
- Exception / Waivers:
 - Financial hardship area
 - School district for special needs child
 - EFMP
 - High crime area
 - Other



How to Apply?

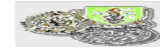
- Contact the Leased Government Housing office (LHO):
 - On-line: www.usarec.army.mil/fhp/
 - Phone: (502) 624-3103
 - e-mail: usarmy.knox.usarec.list.hq-g4-housing-office@mail.mil
 - Facebook: coming soon
- No credit check
- No security deposit required
- No pet deposit required
- Complete and return forms, along with following documents:
 - DEERS verification
 - Copy of orders / Pinpoint orders w/RSID will suffice



Application Process

APPLICATION FOR LEASED GOVERNMENT HOUSING (For use of this form see USAREC Reg 700-5)					
PRIVACY ACT STATEMENT					
AUTHORITY: Collection of this information is authorized by 10 U.S. Code, section 3013, and Executive Order 9397. PRINCIPAL PURPOSE: Information collected will be used to determine eligibility for Government leased quarters. ROUTINE USES: None. MANDATORY OR VOLUNTARY DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or suspend action of your request.					
1a. HAVE YOU EVER ENROLLED IN LGA? <input type="checkbox"/> YES <input type="checkbox"/> NO		1b. DATES: FROM: TO:			
2. NAME:		3. RANK:			
4. HOME TELEPHONE NO.:		5. DUTY TELEPHONE NO.:		6. CELL TELEPHONE NO.:	
7. FAX NO.:		8. E-MAIL:			
9. DEPENDENTS: <input type="checkbox"/> YES <input type="checkbox"/> NO		10. PETS: <input type="checkbox"/> YES <input type="checkbox"/> NO		11. PET TYPE & BREED (weight):	
12. DEPENDENT INFORMATION:					
a. Relation	b. Gender		c. Birth Date (dd/mm/yyyy)	d. Disability	
	Male	Female		Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
13a. APPLICANT OR SPOUSE PREGNANT? <input type="checkbox"/> YES <input type="checkbox"/> NO		13b. DUE DATE:			
14. NUMBER BEDROOMS AUTHORIZED:					
15. CURRENT DUTY STATION:					
a. Street:	b. City:	c. State:	d. ZIP Code:		
16. FUTURE DUTY STATION:					
a. RSID:	b. Street:	c. City:	d. State:	e. ZIP Code:	
f. Current Duty Departure Date:	g. Tour Report Date:	h. Requested Move-in Date:	i. Tour Complete Date:		
17. ELIGIBILITY INFORMATION (to be completed by Leased Housing Office):					
a. Future BAH amount: \$	b. Required out of pocket: \$		c. Future BAH and out of pocket amount: \$		
d. Nearest Military Housing Location (installation name):			e. Housing available? <input type="checkbox"/> YES <input type="checkbox"/> NO		
f. Distance From Assigned RSID (mileage):		g. Distance Time (normal commuting time - hours and minutes):			
18. APPLICANT'S CERTIFICATION. I certify that the information submitted is accurate and correct to the best of my knowledge. I agree to occupy acceptable housing located for me by the Army Corps of Engineers and understand that I shall forfeit my BAH effective the date I take occupancy of the housing.					
SIGNATURE		DATE			
19. LEASED HOUSING OFFICE CERTIFICATION. I certify that the information submitted is accurate and correct.					
SIGNATURE		DATE			

- USAREC Form 700-5.6
- Complete blocks 1-16 & 18
- Attention to details:
 - Block 11
 - Block 12
 - Block 13
 - Block 16



Application Process

STATEMENT OF UNDERSTANDING FOR ACCEPTANCE OF LEASED GOVERNMENT HOUSING
(For use of this form see USAREC Reg 700-5)
(File with application for Leased Government Housing)

Please read the below statement of understanding. You must initial next to each statement, date and sign the last page, and return to the USAREC Housing Office (UHO).

_____ I understand the final responsibility for the acquisition of leased Government housing rests with the U.S. Army Corps of Engineers (COE) in accordance with the Department of Defense (DoD) policies, Army guidance, and adequacy standards.

_____ Leases negotiated for USAREC personnel include all utilities, except telephone and cable which I must pay from my own funds.

_____ I will not make any private (under the table) arrangement with a lessor to separately pay any money in addition to the Government's monthly payment. I understand that violation of this principle may serve as a basis for the UHO to withdraw my leasing privileges.

_____ I will not be able to apply for leased Government housing until I have a permanent change of duty station if I decline adequate available quarters that are located within the acceptable travel distance from my current duty assignment.

_____ I understand I am responsible for all fees incurred for moving from my current residence, which may include such fees as moving of household goods, lease termination fees, cleaning and damage fees, telephone transfer fees, etc.

_____ If I elect to move into quarters I have requested to be leased by the Government for assignment to me before the COE has executed a lease and before I have been assigned to the quarters, I do so voluntarily without Army approval, and I am personally obligated to the terms of the lease I make with the lessor.

_____ My Basic Allowance for Housing (BAH) will not be terminated until I am assigned to quarters in writing by my unit. Due to the time lag between application and assignment, I will manage my finances carefully since finance and accounting will make a lump sum collection of any BAH made since effective date of the lease overpayment.

_____ I am responsible to submit DA Form 5960 (Authorization to Start, Stop, or Change Basic Allowance for Quarters) to my Recruiting Battalion S-1 to terminate BAH when assigned to quarters and to start my BAH when the lease to quarters is terminated. I am responsible to notify the Recruiting Battalion S-1 if my BAH is not terminated when assigned to quarters, or started when the lease is terminated.

_____ Once assigned to Government-leased quarters, I will be required to remain in those quarters unless

- The lease terminates under its own terms.
- I become ineligible under criteria established by the leased Government housing instructions. I understand that if I lose my eligibility through no fault of the Government, I am responsible for all extra fees incurred due to my ineligibility.
- I am reassigned to another duty station.
- I am directed to move because of Government necessity.
- The lease is terminated for the convenience of the Government.
- I have received approval for retirement or separation.

_____ I understand I will be responsible for routine housekeeping, maintenance, minor repairs, and related servicing of the dwelling unit, equipment, and furnishings, and the maintenance of grounds as would be expected of a tenant in a private rental housing of similar type and value.

_____ I will permit entry of the unit housing representative (UHR) or appointed inspector for inspection for assignment, lease renewal, and final termination of inspection of quarters.

_____ I will report to the UHO or COE representative any emergency or requirement for routine repairs and maintenance which cannot be resolved by direct contact with the lessor or their representative.

_____ I will not permit occupancy of quarters assigned to me by anyone except DEERS-acknowledged dependents. I understand a violation of this principle is sufficient cause for termination.

_____ I will notify the UHO, in writing, 45 days prior to the date desired for vacating the quarters. If PCS orders are received in a shorter timeframe, the UHO will be notified as soon as possible.

_____ I fully understand and agree I will accept the quarters leased for my use as Government-controlled housing by the U.S. Army COE in accordance with adequacy standards prescribed for such quarters per AR 420-1.

_____ I understand that guests (non-family members and extended family) are not allowed to occupy quarters for more than 30 days.

_____ When I vacate quarters, I am responsible to see they are cleaned in a manner that would be acceptable if I were vacating on-post quarters.

➤ USAREC Form 700-5.7

➤ Read and understand the entire form

➤ Please pay close attention to all highlighted conditions



Application Process

_____ I understand my assignment to Government-leased quarters may be terminated at the discretion of the UHO for misconduct, misuse or illegal use of quarters, or other misconduct contrary to safety, health, morale, or the repeated waste of energy resources (to include utilities).

_____ I may be held liable to reimburse the Government for damage to Government-leased quarters resulting from negligence or willful acts in accordance with AR 735-5.

_____ The liability of the Government to the lessor for damage to the Government-leased premises will be determined in accordance with the lease provisions.

_____ I fully understand that the Army is not and will not be responsible for any pet deposits or damages caused by pets or any cost associated with pet ownership.

_____ I fully understand my responsibility to immediately notify the UHO, in writing, of any change in dependency status which would result in a change in eligibility for my continued occupancy of the leased Government housing.

_____ I will conduct voluntary self-inspections and monthly fire drills and establish an accountability location outside the leased quarters for evacuating family member.

_____ I will test installed smoke detectors quarterly.

_____ I will permit my leadership to conduct an inspection of my Government-leased quarters no later than 60 days prior to my lease renewal or termination.

➤ USAREC Form 700-5.7

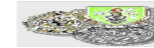
➤ Read and understand the entire form

➤ Please pay close attention to all

_____ I will permit my leadership to conduct an inspection of my Government-leased quarters no later than 60 days prior to my lease renewal or termination.

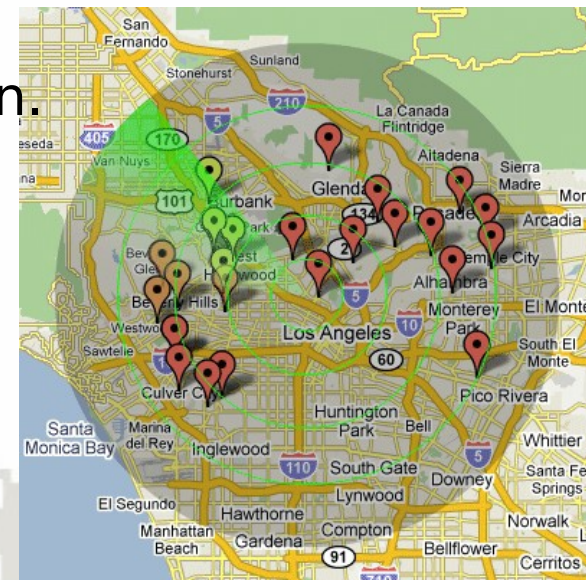
I certify that I have read and understand my responsibilities while assigned to Government-leased quarters.	
MEMBER'S SIGNATURE:	USAREC LEASED HOUSING OFFICER:
PRINTED NAME, RANK, OR GRADE:	PRINTED NAME, RANK, OR GRADE:
DATE OF SIGNATURE:	DATE OF SIGNATURE:

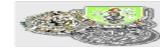
➤ Sign



Pre-Qualification Process

- LHO will conduct the pre-qualification process:
 - Verify all forms and source documents
 - Conduct a market analysis
- If SM pre-qualifies, LHO will forward the application to USACE
- The LHO will notify SM of their status, regardless of the outcome
- Market analysis:
 - 20 miles radius from RSID location.
 - Up to 50 miles (if needed).
 - Up to 1 hr commute (if needed).
 - BAH amount.
 - Number of rooms authorized.
(Up to 5 bedrooms)
 - +1 / - 1 bedrooms (if needed)





Basic Market Analysis

- BAH + 20% out-of-pocket (OOP) will not cover rent and utilities
- 20% will not be taken from SM salary, it is just for market analysis

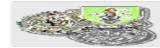
(Example)

SM BAH \$1,500 + 20% (\$300) = \$1,800

Average Rent \$1,600 + \$350 Utilities = \$1,950
(SM **DOES** qualify for the LGHP)

Average Rent \$1,300 + \$350 Utilities = \$1,650
(SM **DOES NOT** qualify for the LGHP)

- Note: 20% usually balances out, with the average estimated utilities
used on the average rental

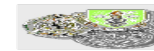


Basic Housing Allowance

- BAH is broken down in 2 different categories:
 - Rent
 - Utilities
- BAH component breakdown:
 - 300 Military housing areas (MHAs)

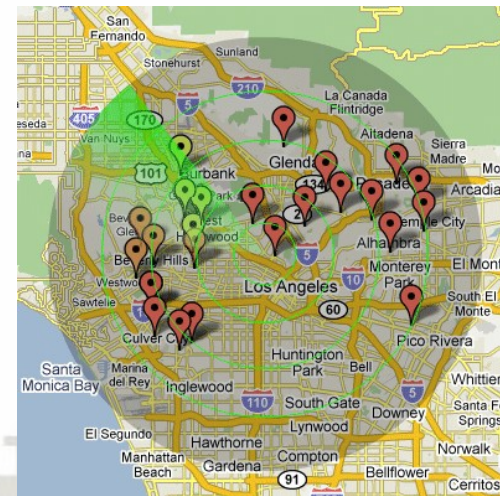
2015 BAH Component Breakdown (Rounded to the nearest 1 percent)		Rent (Avg. % of total BAH rate)	Utilities (Avg. % of total BAH rate)
MHA	MHA Name		
Alaska			
AK400	KETCHIKAN, AK	72%	28%
AK401	SITKA, AK	73%	27%
AK402	JUNEAU, AK	75%	25%
AK403	KODIAK ISLAND, AK	78%	22%
AK404	ANCHORAGE, AK	84%	16%
AK405	FAIRBANKS, AK	69%	31%

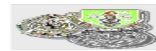
- If SM BAH is \$1,000:
 - Rent = \$ 690
 - Utilities = \$310



Application Process

- USACE will conduct the final qualification process:
 - Verify all forms and source documents
 - Conduct a market analysis
 - If SM qualifies, the USACE will contact SM at least 45 days before the SM requested move-in date
 - USACE will forward a copy of the approved application to LHO.
- Market analysis:
 - 20 miles radius from RSID location
 - Up to 50 miles (if needed)
 - Up to 1 hr commute (if needed)
 - BAH amount
 - Rooms authorized
(Up to 5 bedrooms)
 - +1 /- 1 bedrooms (if needed)





Dwelling Selection Process

- Approximately 45 days before move-in date:
 - USACE will contact SM and provide a list of available dwellings
 - SM can request his/her Chain of Command (COC) assistance in selecting a dwelling
 - SM is not obligated to choose the dwelling selected by his/her COC
 - SM will do all communication with the USACE, not the spouse
 - If SM spouse has questions, they must contact the LHO
- USACE will do their best to provide a list of dwellings that are decent,
safe and sanitary

Note: USACE may not be located near the SM assigned duty station
usarmyknox.usarec.list.hq.m4.housing



Dwelling Selection Process

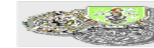
- After receiving a list of dwellings:
 - SM or representative is responsible for conducting an assessment of the neighborhood (See helpful links slide)
 - SM or representative is responsible for conducting an assessment of the property
 - SM will notify the USACE the dwelling they selected
 - USACE will contact SM with a move-in inspection date
- If SM declines housing offered by USACE, the SM is responsible to



Before Moving-In

- SM must wait for USACE notification to move-in
- SM is not authorized to move-in until the contract is finalized
- SM should not contact the property owner or property management company
- SM or representative will conduct a move-in inspection (it is highly recommended to take pictures)
- Submit a copy of the inspection and pictures to USACE and LGH
- Stop BAH

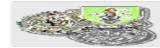
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While Residing

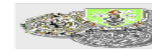
- Obey and follow lease terms
- Maintain and keep the dwelling clean
- Do not be a nuisance
- Do not modify or reconstruct dwelling
- Do not abuse utilities
- Contact USACE for all maintenance and repairs
- Accessible for inspections before renewals, and termination

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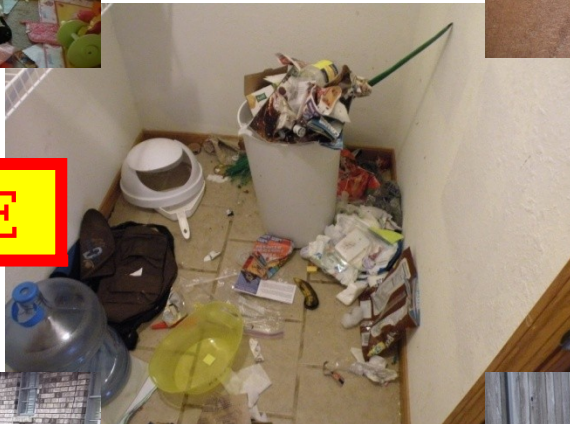


Move Out Process

- Submit termination letter to LHO
- USACE will contact SM and schedule exit inspection
- Bring a copy of the move-in inspection
- SM COC is authorized to conduct the exit inspection (Take pictures if possible)
- Submit a copy of the exit inspection (and photos) to the USACE and LHO
- Request termination letter from LHO to restart BAH
- Settle any restoration claim



Exit Inspections



UNACCEPTABLE

UNACCEPTABLE





Exit Inspections



UNACCEPTABLE



Exit Inspections



ACCEPTABLE



Exit Inspections

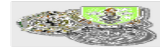


ACCEPTABLE



Helpful Sites

- BAH Entitlements:
 - <https://www.defensetravel.dod.mil/site/bahcalc.cfm>
- Locate nearest military installation of you RSID:
 - <http://www.militaryhomefront.dod.mil>
 - <http://www.maps.google.com/>
 - <http://www.mapquest.com/>
- Obtain information about the location of the dwelling:
 - <http://www.padmapper.com/>
 - <http://www.hotpads.com/>
 - <http://www.neighborhoodscout.com/> (Schools, Crime, Other)
 - <http://www.spotcrime.com/> (Crime)
 - <http://www.nsopw.gov/en> (Sex Offender)



Helpful Sites

- Dogs DNA testing:
 - www.wisdompanel.com
 - www.akc.org/dna
 - www.dog-dna.com
 - www.petco.com
- House Hunting:
 - www.zillow.com
 - www.trulia.com
 - www.homes.com
 - www.rentals.com
 - www.realtor.com
 - www.rent.com
 - www.apartmentguide.com
 - www.homes.mil



Questions ?

USAREC Housing Office

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